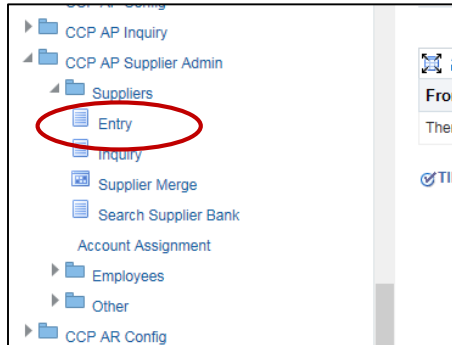


# Cook County EBS Vendor Supplier Data Entry Process

DRAFT



Note: This process is to create a new vendor record to issue a PO or payment. Vendors who have registered for iSupplier will have partial vendor records to allow them to participate in solicitations. For those vendors, follow this process to complete their vendor records after they have been awarded a PO or contract.

The screenshot shows the 'Suppliers' search interface. At the top right, there are two buttons: 'Enable As Supplier' and 'Create Supplier'. The 'Create Supplier' button is circled in red. Below the buttons is a 'Supplier Search' section with a 'Simple Search' subsection. It contains search criteria fields for 'Supplier Name', 'Supplier Number', 'Taxpayer ID' (with value 559847821), 'D-U-N-S Number', and 'Employee Number'. A 'Go' button is circled in red. Below the search fields is a 'Search Results' table with columns 'Supplier Name', 'Supplier Number', and 'Parent Supplier Name'. The table is empty, showing 'No search conducted.'

1. From your EBS menu, go to CCP AP Supplier Admin/Suppliers/Entry. Search for existing FEIN or keywords in vendor name (using %wildcards%) to verify they do not already exist in EBS. Note: iSupplier vendors will already exist, but will have incomplete vendor records. Click "Create Supplier" to begin entry.

The screenshot shows the 'Create Supplier' form. At the top right, there are 'Cancel' and 'Apply' buttons. The 'Apply' button is circled in red. The form contains several fields: 'Supplier Type' (dropdown menu set to 'Standard supplier'), 'Organization Name' (T DEMO SUPPLIER INC), 'Tax Country' (empty), 'Tax Registration Number' (empty), 'Taxpayer ID' (559847821), 'D-U-N-S Number' (12345678), 'Context' (dropdown menu), 'Context Value' (dropdown menu), 'Alias' (empty), 'Alternate Supplier Name' (empty), and 'URL' (empty). A note at the top left says '\* Indicates required field'.

2. Enter vendor name (required, in CAPS), FEIN (required, no dashes), and DUNS number (if available). Follow Cook County naming convention for entering vendor info. Click "Apply" when complete.

3. From the Organization tab, select or enter "Supplier" as the "Type" and click "Save".

Suppliers >

### Update T DEMO SUPPLIER INC - 20091452: Organization

\* Indicates required field

**\* Supplier Name** T DEMO SUPPLIER INC

**Supplier Number** 20091452

**Alternate Supplier Name**

**SIC**

**National Insurance Number**

**Type** Supplier

**Parent Supplier Name**

**Parent Supplier Number**

**Customer Number**

☐ One Time

**Inactive Date** (21-Jan-2018)

#### Additional Information

**Context** ▼

#### Organization

**D-U-N-S Number** 012345678

**Legal Structure**

**Principal Name**

**Year Established**

**Incorporation Year**

**Control Year**

**Mission Statement**

**Chief Executive Name**

**Chief Executive Title**

**Principal Title**

**Search and Select: Type**

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Meaning ▼ Go

**Results**

Quick Select	Meaning	LookupCode
<input type="radio"/>	Company	COMPANY
<input type="radio"/>	Government Agency	GOVERNMENT AGENCY
<input type="radio"/>	HR/Payroll Service	HR/PAYROLL SERVICE
<input type="radio"/>	Insurance Provider	INSURANCE PROVIDER
<input type="radio"/>	Leases - Real Property	LEASES - REAL PROPERTY
<input type="radio"/>	Partnership	PARTNERSHIP
<input type="radio"/>	Public Sector Companies	PUBLIC SECTOR COMPANIES
<input type="radio"/>	Sole Trader	SOLETRADER
<input type="radio"/>	Supplier	VENDOR
<input type="radio"/>	Tax Authority	TAX AUTHORITY

DF

Suppliers: Address Book > Address Removal Warning >

Quick Update

Company Profile

Organization

Tax Details

**Address Book**

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Update T DEMO SUPPLIER INC - 20091452: Address Book

Search

Address Name

Address Details

Go Clear

Create

Details Name Address Country Commun

No results found.

Inactive Addresses

4. Go to Address Book and click “Create” to enter vendor address.

Vendors can have multiple addresses in EBS, and each address can be associated to one or more Cook County operating units (OU) through the use of Site Codes. For example, a vendor address 60602-001 will have site codes CCP-60602-001 and CCH-60602-001 if the address is used by both CCP and CCH.

Follow naming conventions for entering address info. Note that the “Address Name” is zip + sequential number. Click “Continue”.



Vendor Naming Conventions

## Address Details

\* Country United States

Address Line 1 22345 N FIRST ST

Address Line 2

Address Line 3

Address Line 4

City CHICAGO

County

State IL

Postal Code 60600

\* Address Name 60600-001

Address

Code Override

Language

Context Value

## Contact Details and Purpose

Verify “Purchasing” and “Payment” options are selected if POs and payments are needed. “RFQ Only” is used for prospective vendors to allow them to electronically bid on solicitations.

Email Address

Address Purpose

☒ Purchasing

☒ Payment

☐ RFQ Only

Select and create site codes for all OUs. Be sure to update the site code prefix to CCP, CCH, or CCF.

Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> CCH-60600-001	CCH (OU)	<input type="checkbox"/>
<input checked="" type="checkbox"/> CCP-60600-001	CCP (OU)	<input type="checkbox"/>

## Site Attributes

☐ Override default site attributes

If the vendor is 1099 tax-reportable, they must identify one tax reportable address. Their tax-reportable address is usually the corporate address listed on their W-9. The address will usually have multiple site codes. Click the “Tax Reportable” box for all sites related to the tax address. When finished, click “Apply”.

5. If vendor is 1099-reportable, from Tax Details select “Federal” under Tax ID Reportable, enter the “Income Tax Type” as “MISC7”, and then click “Save”.

6. Select Contact Directory and click “Create” to enter contact info. At a minimum, please enter First and Last name, title, phone number, and email. Click “Apply”. Providing a contact email is critical for iSupplier registration.

Associate an address to the contact. Click “Apply” when finished.

## DRAFT

**Update T DEMO SUPPLIER INC - 20091452: Tax and Reporting** Cancel Save

Reporting Name  Verification Date (21-Jan-2018)  
 Name Control  Organization Type Corporation

**Transaction Tax**

**Main Information**

☐ Allow Tax Applicability i  
☐ Set for Self Assessment / Reverse Charge i

**Tax Reporting Codes**

\* Indicates required field  
 \* TIP Date format example: 21-Jan-  
 \* Tax Reporting Type Code  
 No results found.

**Supplier Sites**

Site Status Active  Site Name  Operating Unit  Go

Create | Refresh Settings Filter

Site Name	Operating Unit	Income Tax Reporting Site	Update Transaction Tax
No results found.			

**7. Select the Organization Type, which is identified on the vendor's W-9, and click "Save". See recommended Organization Types below.**

Enter the Reporting Name IF the vendor is 1099-reportable AND they require a different name to appear on their 1099 form (i.e. when checks are written to the company name, but the 1099 goes to the individual owner). Enter in ALL CAPS and click Save. 1099 vendors identify their Reporting Name in Box 1 of their W-9.

**Tax and Reporting**

<u>W-9 Classification</u>	<u>Suggested Vendor Organization Type</u>
Individual/sole proprietor or single-member LLC	Individual, Corporation, or Partnership
C Corporation	Corporation
S Corporation	Corporation
Partnership	Partnership
Trust/estate	Partnership
Limited liability company (LLC)	Corporation or Partnership
<b><u>1099 Vendors</u></b>	
Social Security Number is entered on W-9	Individual
EIN is entered on W-9	Partnership

DRAFT

**Update T DEMO SUPPLIER INC - 20091452: Payment Details** Cancel Save

**Payment Details**

**Payment Methods**

TIP You can choose one payment method to default on documents for the payee. A default payment method is optional.

Payment Method	Default	End Date
ACH	<input type="checkbox"/> Default	
Check	<input checked="" type="checkbox"/> Default	
Comcheck Payment method	<input type="checkbox"/> Default	

**8. From Payment Details, select "Check" as payment method and click "Save". If other payment methods (other then check) are requested by the vendor, please refer them to the Comptroller's Office to make arrangements.**

**Payment Attributes**

**Payment Delivery Attributes** | Payment Specifications | Separate Remittance Advice Delivery

Service Level		Settlement Priority	
Delivery Channel		Payment Text Message 1	
Bank Instruction 1		Payment Text Message 2	
Bank Instruction 2		Payment Text Message 3	
Bank Instruction Details			

**Update T DEMO SUPPLIER INC - 20091452: Invoice Management** Cancel Save

Invoice Currency: USD  
 Invoice Amount Limit:   
 Invoice Match Option: Purchase Order

**Invoice Payment Terms**

Payment Currency: USD  
 Payment Terms: **Net 60**  
 Terms Date Basis:   
 Pay Date Basis: Discount

**Supplier Sites**

Site Status: Active | Site Name: | Operating Unit:

**Invoicing** | Payment | Terms | Supplier Preferences

Site Name	Operating Unit	Invoice Amount Limit	Invoice Tolerance	Invoice Match Option	Invoice Currency	Hold from Payment			Payment Hold Reason	Services Tolerance
						All Invoices	Unmatched Invoices	Unvalidated Invoices		
CCP-60600-001	CCP (OU)		CCP PO Tolerance	Purchase Order	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
CCH-60600-001	CCH (OU)		CCH PO Tolerance	Purchase Order	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

**9. From Invoice Management, select payment terms and "Save". "Net 60" is the default term for vendors. Terms can also be identified on the vendor's contracts if there are different payment terms for each contract.**

## DRAFT

10. For CCH vendors, there may be additional steps to enter EDI and printing settings. From the Address Book screen, select Manage Sites...

Suppliers > Update CARDINAL HEALTH 200 LLC

Search

Address Name  Site Name

Address Details

Go Clear

**Address Book**

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
▶	60673-001	25082 NETWORK PL CHICAGO, Cook, IL 60673	United States		Payment, Purchasing	Current			
▶	60673-002	PO BOX 70539 CHICAGO, Cook, IL 60673	United States		Payment, Purchasing	Current			
▶	60677-003	PYXIS PRODUCTS-LOCKBOX 771952 1952 SOLUTIONS CENTER	United States		Payment, Purchasing	Current			

Suppliers: Address Book > Manage Sites

Cancel Apply

Address Name 60673-002 Supplier Name CARDINAL HEALTH 200 LLC  
Address Detail PO BOX 70539, CHICAGO, Cook, IL, US, 60673 Supplier Number 82822  
Purpose Payment, Purchasing

Supplier Sites

Site Details **Uses** Communication Identification

...from the Uses tab, select Additional Attributes...

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Additional Attributes
CCH-60673-002	CCH (OU)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Suppliers: Address Book > Manage Sites > Additional Attributes

Address Name 60673-002 Supplier Name CARDINAL HEALTH 200 LLC  
Address Detail PO BOX 70539, CHICAGO, Cook, IL, US, 60673 Supplier Number 82822  
Purpose Payment, Purchasing

Supplier Site Additional Attributes

**Descriptive Flexfields**

Context CCH (OU) CCH (OU)  
Legacy Supplier Site AXRKCZV4RMV  
Po Print(Y/N) N  
Send Outbound EDI (Y/N) Y  
LUM, Y or Null Y  
Medical/ GHX Yes

...and go to the Descriptive Flexfields tab to update DFF fields as necessary. Be sure to then click "Return to Manage Sites" (the prior screen), and then "Apply" to save your updates.

Return to Manage Sites

END

DRAFT

Quick Update

Company Profile

Organization

Tax Details

**Address Book**

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

**Update T DEMO SUPPLIER INC - 20091452: Address Book**

Search

Go Clear

Create | [Icons]

Details	Name	Address	Country	Communication	Purpose	Status	Update	Manage Sites	Remove
▶	60600-001	22345 N FIRST ST CHICAGO, IL 60600	United States		Payment, Purchasing	Current	[Pencil]	[Calendar]	[Trash]

▶ Inactive Addresses

11. To add a site code to an existing address, look up your vendor, and from the Address Book screen, select Manage Sites for the address for where you would like to add a site...

Address Name 60600-001  
Address Detail 22345 N FIRST ST, CHICAGO, IL, US, 60600  
Purpose Payment, Purchasing

Supplier Name T DEMO SUPPLIER INC  
Supplier Number 20091452

**Supplier Sites** ...select Create...

Site Details Uses Communication Identification

Create | [Icons]

Site Name	Operating Unit	CAGE	Legal business Name	Doing Business As	Division Name	Small / Other Than Small	Debarred	Debarment Start Date	Debarment End Date	Comments
CCP-60600-001	CCP (OU)									
CCH-60600-001	CCH (OU)									

Address Name 60600-001  
Address Detail 22345 N FIRST ST, CHICAGO, IL, US, 60600  
Purpose Payment, Purchasing

**Operating Units**

[Icons]

Site Name	Operating Unit	Tax Reportable
<input checked="" type="checkbox"/> CCH-60600-001	CCH (OU)	<input type="checkbox"/>
<input checked="" type="checkbox"/> CCP-60600-001	CCP (OU)	<input type="checkbox"/>

**Site Attributes**

☐ Override default site attributes

...and select the site for the requesting OU and be sure to update the site code prefix to CCP, CCH, or CCF. Also, follow the previous instructions for identifying a 1099 tax-reportable address, if applicable.